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Information For
The Care And
Maintenance Of

'YOUR NEW HOME'



ONTARIO
NEW HOME
WARRANTY
PROGRAM

WARRANTY PROGRAM HISTORY

In response to a growing public concern over the quality of new homes in Canada, the industry, in 1972, created a committee to investigate the question of home buyer protection.

The committee heard recommendations from builders on what protection new home buyers should receive. They also met with representatives of the Federal and Provincial Governments, and representatives of consumer groups that were lobbying both the industry and governments.

As a result of these meetings, an outline for new home buyer protection in Canada was drafted. It was agreed that all provinces would establish their own warranty programs, except the Atlantic Provinces, which established a regional one.

That original industry Program became the seed of what now exists in Ontario. When the Provincial Government passed the Ontario New Home Warranties Plan Act at the end of 1976, the voluntary warranty program started by the building industry was made mandatory, and the industry's warranty arm was named to administer it.

The Ontario New Home Warranty Program's goal is a balanced approach to the administration of the Act: To protect consumer interests while encouraging a healthy industry. It works to make certain that all builders register with the Program and enroll the new homes they offer for sale, as required by the Act. Program representatives can be called in to conciliate a dispute between builder and buyer over a warranty issue. The Program also works extensively with the industry, offering technical help to ensure that builders have the expertise to deliver the best possible product to consumers.

Ontario's program remains the only mandatory one in Canada, and one of only a few mandatory new home warranty programs in the world.

“HOUSES ARE BETTER THAN EVER”

Manufacturers and builders are constantly striving, individually and through their trade associations, for product improvement. New materials and systems are constantly under review as are new methods of construction. These trends over the past few decades have resulted in better houses and improved productivity while offering a broader range of choices to the consumer.

Today's homeowner normally expects, and gets, a well insulated house with double windows (openable, balanced and with screens) or factory-sealed insulating fixed units, and storm or insulated doors as built-in features. Modern houses have adequate and safe wiring with numerous convenience outlets, fixtures and switches; a central heating system designed to provide uniform temperature throughout; cupboards and closets; hot and cold water; one or more bathrooms; a laundry capability; finished floors (often customer selected); a dry basement (often convertible to habitable space) or an alternate storage area; a wide range of hardware items; and frequently an attached garage or carport.

In terms of shelter your new home is expected to provide, as a minimum, a well constructed, clean, light and comfortable living area that separates you and yours from the weather outside. Homebuyers in Ontario are among the best housed people in the world. The Ontario New Home Warranty Program and your builder work together to maintain that standard. Let us explore some of the things that you should understand about your new home — your investment.

FOREWORD

New Homes represent large investments — the largest many people ever make. As all investments require safekeeping and protection, this booklet was developed by The Canadian New Home Warranty Programs to help you protect your new home and to guide you in its maintenance so it may pay dividends of comfort and pleasure in the years ahead.

Settling into a new home is also an adjustment and getting acquainted period. To help you during this early stage your builder's workmanship and materials warranty and first year service procedures are available through his salesman or office if you don't have them already. Further warranty information can be obtained through the regional offices listed on the back cover. Check your local library for other books on the care and maintenance of your new home. Also available from the Ontario New Home Warranty Program:

- What Every New Home Buyer Should Know booklet
- What Every New Home Buyer Should Know video
- What Every New Condominium Buyer Should Know video
- Home Buyer's Guide to After Sales Service (produced annually)
- A New Home Owners Guide to Ventilation
- Basement Cracks

Take time for a complete inspection of the structure before moving into it. See that everything has been completed as agreed upon. You will then be satisfied and the builder's contractual obligation will be completed. If items are discovered that have not been completed, these items should be promptly called to the attention of the builder. It is always best to do this in writing. Telephone calls, verbal statements or rough memoranda can go astray or be forgotten.

Sometimes, due to weather conditions, lack of immediate availability of the proper material or labour, a delay may be unavoidable in adjusting matters. When this happens this will be explained to you.

There are some 3,000 items in a new home and a general working knowledge of some of the more important of these is necessary. It will enable you to understand more fully the results of heat, cold, humidity, expansion and contraction — conditions which affect new homes. In the following pages we discuss some of the problems which develop in new homes.

CONTENTS

EXTERIOR

YOUR LOT

5

Survey Pins
Easements
Drainage
Landscaping
Walks & Driveways

YOUR HOUSE

11

Basement Walls
Masonry
Exterior Cladding — Siding
Wood Decking
Weather Stripping
Outside Hose Connections
The Roof
Gutter, Eavestroughs & Downspouts
Ice Dams On Roofs
Storm Doors
The Garage
Attic Ventilation
Main Beam & Telepost Adjustments

INTERIOR

CONDENSATION & RELATIVE HUMIDITY

17

BASEMENT

19

Concrete
Floor Drains

FRAME

General
Millwork
Drywall

INSULATION

19

WINDOWS

21

DOORS

21

HARDWARE & RAILING

23

PAINTING & DECORATING

23

HEATING

25

PLUMBING

27

General
Fixtures
Hot Water Tank
Faucet Repairs
Ceramic Tile

ELECTRICAL SYSTEM

31

General
Appliances
Range Hoods & Exhaust Fans

COUNTER TOPS & CABINETS

33

Plastic Laminates
Manufactured Marble
Cabinets

FLOORS & FLOOR FINISHES

35

Hardwood Flooring
Resilient Flooring

CARPETING

37

FIREPLACES

41

STORAGE

41

ENERGY CONSERVATION

42

MAINTENANCE CALENDAR

43

REGIONAL OFFICES ACROSS ONTARIO

44



EXTERIOR

YOUR LOT

SURVEY PINS

When your lot is surveyed during the development of the land and before construction of the house, the surveyor installs pins at all lot corners. After the foundation has been installed, the surveyor carefully records the position of the house relative to the lot lines and a lot plan is prepared. A copy of this plan may have been given to you as part of your legal documents upon closing.

Frequently, people assume that certain appurtenances or physical features of the property are evidences of boundaries. However, swales (depressions in the terrain) are a function of the drainage system, and hydro or telephone kiosks (junction boxes) are placed only within an easement reserved for this purpose. Do not accept such things as evidence of boundary lines.

Should you wish to install a fence, hedge or any boundary feature and cannot locate the corner lot pins, it is advisable to obtain the services of a qualified surveyor to relocate the lot lines to ensure that you do not encroach on the property of others.

EASEMENTS

Most lots have easements in favour of various public utilities so that their lines may be installed. Where services are underground, it is advisable that the appropriate utility be contacted prior to any digging for tree planting, flower beds, etc. In most communities, the utilities are pleased to stake the location of their services at no expense to you, so that you do not accidentally cut into their lines.

DRAINAGE

Early in the land development stage, general drainage patterns are established in principle with municipal and other authorities. As construction proceeds, the drainage system is studied, and care taken in the placement of the house on the lot.

Seldom, however, can the plans anticipate every contingency and often, these upgrading plans are altered, not in principle, but in detail. There may be some variations between grading proposals and the actual work carried out. Such modifications are not made without good reason. For example, basement window wells are sometimes installed to facilitate grading around the house. Even though a model house may have been built with or without window wells, grading conditions on any individual lot may require they be eliminated or added.

If window wells are required, it is imperative that they be kept free of leaves and other debris which may interfere with the proper flow of water to the footing drainage system.

Lot drainage systems such as swales (shallow valleys) and catch basins are designed to direct water away from the house. These systems must be maintained by the homeowner. Leaves and other debris should be removed in the Spring and Fall as should snow and ice in the early Spring to assure that proper drainage is not restricted.

You should also realize that your lot has been graded for proper drainage during a normal rainfall. Heavy or prolonged rains may result in some standing water (ponding in depressions) for a limited period of time when the soil is saturated. The homeowner should not change the grading of the lot so as to cause a drainage problem for neighbouring lots. If your neighbour should change his grading or execute landscaping plans which impede the free flow of water from your lot, there are remedies available. As this is a civil matter, a dispute of this nature is best handled through your solicitor.



LANDSCAPING

If sod or seed are included in the contractual agreement, the following should be considered for maximum results.

Although the sod, when laid, is of good quality and healthy, it will require care and attention. If you are in your home before the sod is laid, you may wish to fertilize the top soil before the sod is placed. Further fertilization, immediately after the laying of sod, will help.

Frequent, even daily, watering by the owner during the first few weeks after an area has been sodded or seeded is essential. Once the grass has "taken", weekly watering is usually adequate if you water during the growing season. Shallow watering results in a shallow root system and makes the lawn susceptible to "burning". For the same reason grass should not be cut too short — a two inch height is recommended.

Semi-annual fertilizing and weed control are also suggested for successful performance. We recommend you consult your garden centre for suitable products.

In the early Spring when the snow begins to melt, do not allow snow or ice to remain on a shaded area as this could cause "winter kill". Such accumulations can be distributed over the other areas to aid the overall melting process.

Grass may do better in one area than in another, depending on exposure to sun, wind, rain and such factors as drainage, soil type, care and attention. Damage from animal excrement is the source of much complaint but understandably is beyond the control of the builder or the person responsible for the initial landscaping.

Settlement of a minor nature is almost certain to occur over some areas of new lawns. If an especially even lawn is desired you may do a certain amount of retamping, top dressing or filling up of such depressions to obtain a uniform surface.

In planning and installing planting beds, one must be careful not to interfere with the drainage system. Be sure that planting beds are graded away from and not towards your foundation wall.

All shrubs and trees should be kept well clear of the house. If you have trees on your property you should immediately begin a program of tree care. Tree surgeons or horticulturists could be consulted on this subject.



WALKS AND DRIVEWAYS

Seasonal temperature and precipitation variations may cause cracks in walks and driveways. In addition, frost penetration may raise sections so as to change the direction of surface drainage. Affected areas may return to their original position in warm weather. These results of climatic and other natural causes are beyond the builder's control in most instances. Your driveway was designed and constructed for use by passenger cars or light delivery vehicles and not for heavy trucks. The builder cannot be responsible for damage caused by excessive loads.

Your concrete driveway will be subjected to additional freeze-thaw cycling due to the influence of salt applied to the streets. It is advisable to remove this accumulation of "slush" in order to prevent surface damage. Concrete sealers that are commercially available may reduce damage due to the salt influence.

One of the necessary chores relating to stone or gravel driveways is the occasional raking of these materials into wheel ruts to maintain an even surface. Because the earth around the house is usually disturbed during the building process it is likely to settle, especially when your car (weighing thousands of pounds) drives over it. In new developments, prior to acceptance by the municipality, it may be necessary for the developer or road contractor to repair cracked or settled sidewalk and road curb sections in the path of the driveway. Should you have paved before this work is done, the builder cannot be responsible for repairs to the driveway, which would become necessary.

Caution — avoid the use of chemical de-icers. These products can be harmful to concrete surfaces.

For reasons mentioned above, in the case of stone or gravel drives, paving (if called for in your specifications) may be delayed.

Indentations or uneven areas in asphalt surfaces can be expected. Other characteristics include tire markings, the flaking away of surface chips and checking or cracking at the edges caused by expansion and contraction. However, asphalt will last for many years given normal use and care but it is not indestructible and periodic resealing is recommended. Two of the more common sources of damage are petroleum products, bicycle and motorcycle kick-stands.

Gasoline will dissolve asphalt at a rapid rate and any observed spills or drippings should be washed away immediately. Any pointed object will sink readily into asphalt in warm weather.



YOUR HOUSE

BASEMENT WALLS

Basement walls are subject to many stresses. The base of the wall, being well below grade, maintains a fairly uniform temperature whereas the portion above grade is subject to a wide range of seasonal temperature variations. Such thermal changes cause concrete and many other materials to expand and contract which may cause minor cracks.

MASONRY

Mortar joints in brickwork are not entirely waterproof. You are advised, therefore, not to build up planting beds so as to cover any of the brickwork. As time goes on we suggest you periodically check the mortar joints for signs of shrinkage (fine cracks sometimes occur between the mortar and the brick). If the mortar joints deteriorate to any great extent it is advisable to have them repointed to reduce penetration by moisture. Hairline cracks are not normally a cause for concern.

You may notice that the bottom course of brick at the top of the foundation wall contains openings (usually round holes or with the vertical mortar joint left out) every few brick spacings. These are "weep holes" and should not be covered over or filled as they allow the passage to the outside of condensation or incidental moisture through the wall face and over the base flashing.

EXTERIOR CLADDING-SIDING

Factory finished sidings (short of mechanical damage) normally do not require repainting for many years. Due to their smooth texture they can normally be kept clean by "hosing down" although some light scrubbing, using a mild detergent, may first be necessary over some areas and in some localities.

Moisture in wood sidings, from whatever source, contributes to most exterior paint failures. Water from garden sprinklers, damp shrubbery close to the wall, small cracks in the siding or around door or window details and in localized areas (e.g. kitchen and bathroom walls), and excessive inside relative humidity can all lead to increased wood moisture contents. If enough moisture finds its way to the back of the paint film then peeling and blistering can occur. Caulking, exposed to the weather, should be checked annually and recaulking carried out, in deteriorated areas, using a good quality caulking compound (old ineffective caulking should first be removed).

Brilliant and dark colours, while providing adequate protection, may fade more rapidly on south and west exposures and require frequent repainting to maintain their original appearance. Avoid painting in cold or damp weather and on hot days, try to paint in shaded areas away from the direct sunlight. Ideally one should begin on a surface that has been exposed to the warmth and drying action of the sun and then "follow the sun around". Follow the manufacturer's recommendations for best results. Vulnerable locations such as window sills may require cleaning and "touching up" more frequently than other portions of the house.

If the exterior of your new home is finished with stucco, hairline cracks may appear in the finish coat after the drying and shrinkage process is complete. This condition must be expected and is particularly noticeable in trowelled finished stucco. It is suggested this condition be left for a period of two years or until all shrinkage has taken place and then if desired, it can be corrected by having a brush coat applied.



WOOD DECKING

Sundecks, verandas and raised patios are naturally subject to foot traffic, which often involves abrasives such as sand and grit and exposure to rain, snow and sun, all aggravated by snow and ice removal. Paint failure on such surfaces may be a cause for complaint for which there is no permanent cure other than regular care and maintenance.

WEATHERSTRIPPING

Annually check the weatherstripping around doors and windows to reduce air infiltration in winter and dust and dirt in the summer. Many types of weatherstripping are available, some of which are adjustable. Regardless of the type used, there are distinct advantages to ensuring that the seal is snug. Keep weatherstripping free from paint. Lubricate rubber or vinyl products with petroleum jelly to keep them pliable.

OUTSIDE HOSE CONNECTION

If the garden hose connection has a valve inside the house it has to be shut off and drained from the inside before winter to prevent freezing and possible bursting. For the same reason, a garden hose should never be left connected during freezing weather. Ice forming in the hose will break either the hose or the hose faucet.

THE ROOF

The roof of your house should give you many years of service. It is good practice to check for loose, broken or missing shingles following heavy windstorms. Repairs should be made as soon as possible after such occurrences to prevent leakage that can cause serious damage to the interior.

Asphalt shingles are soft on warm days and the top surface containing protective granules can readily be damaged by people walking over them for whatever purpose. Roofs are frequently damaged by the installation of such things as TV aerials and care must be taken during their erection, not only to avoid damaging the shingles but to assure that hold-down devices (e.g. screws for guy wires, etc.) are properly sealed to prevent leaks.

It is impossible for manufacturers to avoid slight differences in colour shades even within the same factory run of the same colour of shingle. Colour shading is usually imperceptible and such differences are reduced on weathering. Shading of asphalt roofing is normal and unavoidable, and does not affect durability.

Slight variations may be observed in the roof's level. This may be a puckering of the plywood or the raising of shingles between nails when they expand.

GUTTERS, EAVESTROUGHS AND DOWNSPOUTS

If gutters are installed on your house, a number of precautions should be observed. Should they become clogged with debris or ice, they cannot carry out their intended function and water damage could be the result.

Keep gutters and downspouts free of obstructions such as leaves and paper. Surface particles from asphalt shingles, washed down by rains often settle in gutters and reduce their efficiency; these should be removed. A Spring and Fall check is necessary.

ICE DAMS ON ROOFS

Ice dams are an annual occurrence in some parts of the country and occur on an unpredictable basis in others. The formation of ice dams on the eaves of sloping roofs often causes water to back up under the shingles so as to leak inside. Snow melting on the roof and freezing at the eaves causes ice damming. Melted water running down the roof can, with rapidly falling temperatures, freeze at the uninsulated overhang of the roof.

Where ice dams occur, temporary relief can be obtained by clearing the snow off the roof, particularly at the eaves, and by knocking ice formations from the eaves and valley ends, taking care not to damage the roofing.



STORM DOORS

The installation of storm doors is recommended where non-insulated entrance doors are used. If installed, they may increase the life of your doors, reduce warpage and generally add to year round convenience, comfort and heat savings.

THE GARAGE

It is not possible to prevent concrete garage floors from cracking due to shrinkage because of the nature of the material. Once the garage floor has cured, you may wish to treat it with a concrete sealer, made specifically for this purpose. A reliable paint dealer can recommend suitable products.

ATTIC VENTILATION

Should the design of your home include an attic, it has been provided with sufficient ventilation to provide a good air exchange. However, in certain snow storm conditions, snow may block ventilation to the attic. It is advisable to check your attic after unusually heavy snowstorms. Should snow be present, it must be removed before melting occurs.

MAIN BEAM AND TELEPOST ADJUSTMENTS

In areas where homes are constructed on clay or other material that is subject to shrink and swelling, it is suggested that a bi-annual check be made.

The main beam straightness may be checked with a string line stretched from end to end, utilizing a standard measure e.g. a ½ in. dowel.

Telepost adjustments may be required to align the beam. This should be done slowly (one turn/day) until proper alignment can be established.

A hairline crack between wall and ceiling over a main beam may be an indication that adjustments are required.

Soil expansion may require that teleposts be shortened.

Caution — the practice of framing below a main beam to facilitate basement development should be avoided. This practice will make teleposts ineffective.

INTERIOR



CONDENSATION AND RELATIVE HUMIDITY

Condensation of moisture on windows is a common occurrence in most houses in winter. However it is a source of annoyance and if corrective measures are not taken at an early stage, serious damage from staining, rotting and mold can result. While the problem is more acute during the first winter when the house is "drying out" (many of the materials in construction contain moisture that must be dissipated) normal living habits are additional and continuing contributors to high Relative Humidities (R.H.) in many instances.

The problem is an old one and applies particularly to today's homes as they are tighter and better insulated than ever before due to new and improved building practices, increased energy costs and comfort levels, commonly required by today's new home buyers. To quote from a National Research Council publication of 1963, "Humidities should be controlled so that little or no condensation appears on the inside surface of the glass (windows)". With double glazing this still permits high R.H. except during the most severe weather as indicated in the following which shows the maximum R.H. that can be tolerated if condensation is to be avoided in cold weather.

Outside Air Temperature		Desirable Maximum Inside Relative Humidity (%) at an Indoor Temperature of 70 F (21 C)
Fahrenheit	Celsius	
-20	-29	20%
-10	-24	25%
0	-18	30%
10	-12	35%
20	- 7	40%

"The householder need not measure the R.H. directly; he can simply use the windows as a guide to the proper R.H. within the house (humidity indicators are readily available at hardware outlets and should be of good quality to assure an accurate reading). As soon as objectionable condensation occurs on inside window surfaces, steps should be taken to reduce the R.H. by controlling the moisture sources or by increasing ventilation.

There is no conclusive evidence that either the health or the comfort of most people will be adversely affected if R.H. is kept at a level that will prevent excessive condensation on the interior surfaces of double windows.

The homeowner frequently assumes that window condensation is a fault of construction. It is not readily appreciated that living habits are of prime importance, nor that a well built house is often more vulnerable to excess moisture problems than one that is loosely constructed."

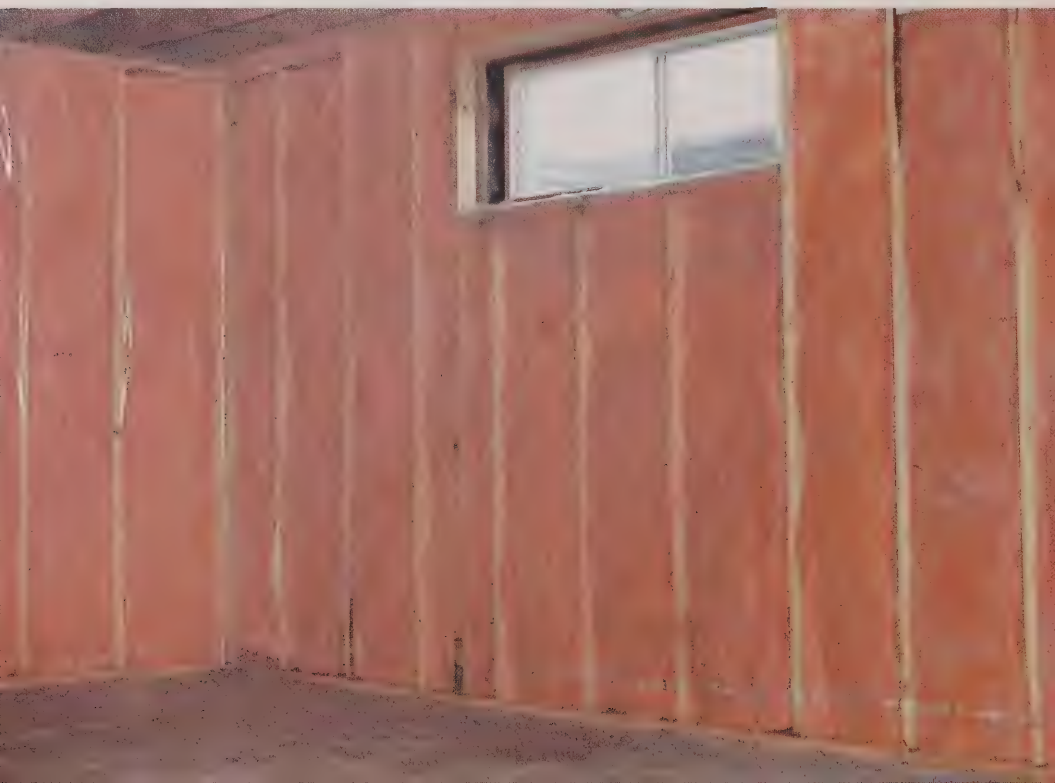
The publication also demonstrates that approximately 15 to 20 lbs. (6.804 to 9.072 kg) or 1½ to 2 gallons (6.819 to 9.092 litres) of moisture per day may be introduced into a house with four occupants under normal living conditions and that this can rise to as much as 40 or 50 lbs. (18.144 to 22.680 kg) or 4 or 5 gallons (18.184 to 22.730 litres) per day on washdays.

Ventilation is often the only effective means available to the householder for removing moisture — dehumidifiers are not a practical solution except for limited areas. Exhaust fans in the kitchen and bathroom are useful for drawing off moisture from cooking and bathing before the vapour can circulate through the house — these fans should ventilate to the outside and not into the attic space.

Windows are commonly relied on for general ventilation and whenever possible the windows nearest the source of moisture should be opened. Fireplaces and chimneys are useful means of ventilation. With a warm air heating system, it is practical to consider a dampered air duct from outside connected to the return air part of the system, (fresh air intake).

While we have concentrated on the condensation problems common to winter conditions it should be noted that basements frequently experience condensation in summer. In warm weather basement areas, particularly near the base of the walls, in corners, and parts of the floor, are relatively cool as they approximate surrounding earth temperatures.

When hot humid air is allowed to enter from outside in summer through open basement windows it will seek out those cool areas and also cold water pipes, the underside of oil storage tanks, etc. and condense there. Basement windows, in areas where this problem persists, should be kept open during periods of dry weather and closed on hot humid days.



BASEMENT CONCRETE

The nature of concrete is such that surface pitting and superficial cracking sometimes occurs. There is little that can be done to prevent this.

Should you choose to paint the floor, be sure to use a product recommended for that purpose — among other things it should be alkali resistant and of a type that would permit continuing curing of a new floor.

Do not be alarmed if a white powder appears on some areas of the walls or floor. This efflorescence is caused by salts in the concrete mix that are carried to the surface with the water in the concrete which evaporates in the curing process leaving a salt deposit. This phenomena does not impair the strength or performance of the concrete and the deposit can be readily brushed off and should cease to reform following final curing of the concrete.

FLOOR DRAINS

Some municipalities require a special type of basement floor drain arrangement which automatically provides replacement water for that which evaporates from the trap below the floor surface. This U-shaped trap (similar in shape to those commonly used under sinks) is designed to hold water as a seal against gases entering the basement from the sewer or household disposal system. For the conventional (non-automatic) type of floor drain and trap, filling with water may be necessary from time to time to guarantee a seal.

FRAME

GENERAL

The structural lumber used to construct your home contains moisture. Following occupancy, and particularly during the first heating season, shrinkage caused by “drying out” may occur. The results appear in a variety of forms:

- (a) thin cracks appear in exposed wood structural members (e.g. joists and beams)
- (b) small gaps appear between cabinets or vanities and the walls
- (c) minor joints open in door and window trim, baseboards, walls, etc.
- (d) fireplace mantels may shrink slightly and separate from the wall or at joints
- (e) wood flooring opens between individual pieces or settles from the baseboards at walls or under door jambs and trim
- (f) squeaks develop in floor underlay, wood flooring and stair treads
- (g) small gaps show between stairs or stair moldings and the walls.

MILLWORK

As mentioned above shrinkage will affect the interior wood trim and you may notice that some joints at the corners of windows, doors and baseboards will open slightly. These are normal occurrences and can be remedied with wood putty, plastic wood, coloured putty sticks or similar products, when you decorate.

DRYWALL

If the interior walls or ceilings of your house are finished with “dry wall” (gypsum wallboard) cracks may appear over doors, windows and archways due to the shrinkage of larger sized wood members (behind the drywall) used to span these openings. Such cracking is usually minor and rarely serious. Small defects may appear near or at the joints of adjacent sheets and at other nail or screw locations. These are referred to as “nail pops” and again relate to shrinking of the supporting wood frame.

Cracks and “nail pops” can be repaired with patching compounds available at hardware stores or retail building supply houses.

INSULATION

Today's homes are required to be properly insulated to meet building standards. Particular attention is also given to providing air-vapour barriers to the room side of the insulation. Even after satisfying the requirements and recommendations as modified by Canada's many climates, home location and design, local temperature variations and the type of heating system installed; no house is completely draft free. Under wind pressure the smallest opening permits some air infiltration.



WINDOWS

During cold weather it may appear there are drafts around windows even though they are adequately glazed, fitted and weatherstripped. With some possible exceptions such as extreme wind conditions, the draft felt may be due to vertical air movement over the face of the window — this is convection — warm air rising and cooler air dropping. Another common sensation is that of a draft experienced when sitting or standing close to a window. This chill may be due to heat radiating from your body to a relatively colder surface — the window.

Condensation and frost on windows (even those double-glazed) will occur if high relative humidities are maintained inside the house during periods of very cold weather.

A silicone lubricant (available in aerosol cans) or petroleum jelly is recommended for use on weatherstripping and tracks of windows as a lubricant. If your windows are of the horizontal sliding type and that particular design includes weep holes to the outside (at the bottom of the track or frame) they must be kept clean to allow drainage. A piece of wire should regularly be used to remove dust, debris or insects, as a part of the homeowner's maintenance program or when washing windows.

Do NOT paint where wood meets wood when a window is closed. The wood is treated at the factory with a clear wood preservative and made to fit properly at that stage. A build up of paint will cause the seal to be less effective and make it difficult to open or close the window.

DOORS

All doors, especially exterior doors, are exposed to a variety of climatic conditions (including inside humidity variations from summer to winter) and are subject to dimensional variations and warping. Exterior doors are naturally subjected to more extreme conditions. In winter they must withstand the differences of heat and moisture on the inside and cold dry air on the outside and in summer, this situation may be reversed or equalized. Doors tend to swell in summer and shrink in winter so do not be hasty in adjusting your door by planing or otherwise cutting as the condition will usually stabilize. With some types of wood doors, warping is to be expected; variations of up to ¼" out of plane in any direction of the door is considered normal.

If wall-to-wall carpet is installed, sufficient clearance must be left at the bottom of interior doors to permit proper return air circulation between rooms or from all rooms to a central return air duct if so designed. The cutting of some types of interior doors may prove difficult and should be done by a carpenter using the proper tools.



HARDWARE AND RAILINGS

The original finish on exterior locks and door handles will wear with normal use. As this occurs you may wish to remove the rest of the finish with a mild scouring powder. Once a uniform appearance is obtained you may leave the metal untreated for a naturally weathered appearance or it may be polished, using a silverware cleansing compound, followed by a coat of clear lacquer which should produce a like-new appearance.

It is not necessary to use polishing compounds on interior door hardware. Wipe them occasionally with a damp cloth and polish with a soft dry cloth.

Provided the commonly used privacy set is used, bathroom doors can be unlocked from the outside by pushing any small pick-like instrument such as a 2" finish nail into the hole in the centre of the knob. Try this before the need arises.

Lubricate exterior and interior locks periodically. For keyed exterior locks, powdered graphite (dry lubricant) blown into the keyhole and on the latch bolt will ensure smooth operation; for interior "passage sets" a few drops of sewing machine or similar light oil, placed on the latch bolt, will suffice.

If your railings or stairway balustrades are made of metal, the steel will rust if the protective finish is scratched. Therefore, avoid the use of abrasive cleaners and wipe them down with a cloth using as little water as possible. Vinyl coverings or caps commonly used on metal railings can be easily kept clean by regular washing with a damp cloth.

PAINTING AND DECORATING

The walls, woodwork and other surfaces are decorated (unless done by the purchaser) with products particularly suited to the use expected and the surfaces to which they are applied. Other than defects which may exist at the time of possession, no further painting will be done by the builder.



HEATING

When the heating system of your home was selected, the rated capacity was checked to assure that the house could be heated to a comfortable temperature, taking into account climatic conditions common to your particular area.

On taking possession of your home, learn everything possible about the heating system and how it functions at maximum efficiency. The energy or fuel supplier would welcome a call from you and will provide this information.

With automatic heating systems there may be occasional failure of the controls. This does not necessarily mean there is anything drastically wrong with the system, usually a simple adjustment is all that is required.

However, unless you are aware of how such adjustments are made, it is best to rely on skilled help to make the adjustment.

Heating equipment can be maintained at maximum efficiency through regular inspections according to manufacturers' specifications.

If your furnace fails to start:

- (a) be sure the switch is on
- (b) check your fuse or circuit breaker panel for blown fuses or tripped breakers
- (c) review the operating procedures in your furnace manual.

The furnace will not operate, of course, unless the thermostat setting is higher than room temperature.

Where a warm air system is installed, ensure that the fan motor and fan unit are oiled twice a year or per instructions, and that the return air filters are cleaned and/or replaced regularly. Dirty filters restrict the supply of return air essential to proper operation.

See that heating outlets and cold air returns (registers) are kept free of air flow obstructions such as carpets, furniture, etc. for maximum performance.

If a furnace humidifier is installed, it must be checked frequently in winter to ensure that the proper water level is maintained and the reservoir and plates are clean — power humidifiers require similar attention. Because of salt deposits from the water supply (a natural phenomena that varies across Canada) humidifier plates deteriorate, are consumable and require replacement when no longer effectively holding water. Should the relative humidity in your house be excessive in winter (causing objectionable condensation on windows, etc.) it may be advisable to shut off the humidifier.

Sometimes cracking or snapping noises may occur in heating systems; this sound means the pipes and other metal components of the distribution system are expanding or contracting with temperature changes. Such noises, particularly common on startup, do not necessarily influence the performance of the system and are to be expected.



PLUMBING

GENERAL

Your house has been equipped with plumbing fixtures and piping manufactured to provide a long period of use, given care.

Keep to a minimum the disposal of grease, fat and similar wastes, especially petroleum products, through the plumbing system. Such materials tend to accumulate in the piping, reducing its efficiency. In addition, continuous or large scale usage of this kind can affect municipal or private sewage treatment systems.

FIXTURES

The smooth and glossy surfaces on your plumbing fixtures are not indestructible. Harsh, abrasive cleaners will, in time, wear through the surface, making the finish dull and porous. Most household cleaners are slightly abrasive, but if used in moderation and with plenty of water, are harmless. Steel pads and some strong cleaners can do irreparable damage, however, and you are cautioned against their use.

Avoid scraping the surfaces with metal utensils. Even a stainless steel sink can be damaged by careless use.

Do not use plumbing fixtures such as sinks, as receptacles for photographic or developing solutions; developer stains are permanent.

Never step in the bathtub with your shoes on. The soles of shoes, even though they may appear to be clean, carry gritty particles, which scratch the enamel.

Exercise care in using the "telephone shower" if installed. The tub or cable can be damaged and such items cannot easily be restored to original condition.

Most fixtures are provided with water filled traps to prevent sewer gases backing into the house; these sometimes become plugged with a variety of deposits and may require periodic cleaning to eliminate blockage.

HOT WATER TANK

The principle causes of tank lining damage are hard water and overheating. If super hot water is needed for special purposes, be sure to reset the tank dial to normal when done. Turn the water temperature down, or switch off the tank, before going on vacation.

Most electric tanks have two elements, one top and one bottom, and the reset buttons and adjustable temperature settings are to be found under the cover plates at these locations. Be careful, when making adjustments, not to contact adjacent wire ends on terminals located near the temperature setting screw. Should the tank cease to function (no hot water) check the fuse or breaker panel before calling a plumber or electrician, or, in the case of a rented tank, the appropriate utility or fuel supplier.

If the cold water is clear but the hot water is discoloured, the probable cause is sediment at the bottom of the tank. This sediment has an insulating effect, especially with immersion type elements, causing the heaters to operate longer than necessary with a consequent increase in cost and energy consumption. Sediment can normally be removed by opening with a piece of stiff wire to remove the blockage; before removing the valve, be sure to shut off the power to the tank and close the cold water supply valve to the tank.

Every hot water storage tank should be equipped with a pressure relief valve at the top of the tank. This is a safety device designed to open and relieve pressure should the water pressure in the tank exceed its rated working pressure; it should not be tampered with.



FAUCET REPAIRS

Forcing faucet handles often cuts the washers and causes drips and leaks; they should be turned just enough to stop the flow of water. Noisy faucets are frequently due to loose washers.

Where the plumbing installation includes valves for individual fixtures, it is only necessary to close the valve to the fixture being repaired before replacing washers. Otherwise, first close the main water valve — usually located near the water meter on municipal systems — as this controls both hot and cold water lines.

Once the supply of water is stopped, lift the cap from the “tap” handle and remove the screw from the top of the shaft exposed inside. Carefully remove the handle by forcing it straight up — it is not threaded. Next unscrew the exposed stem assembly bushing which will allow the entire stem assembly to be removed. At the base of this assembly you will find a rubber washer held in place by a round-headed screw. Remove this screw and replace the washer with one of the same size and type. While the assembly is loose, inspect the rubber “O” ring located on the stem body. Replace this if necessary.

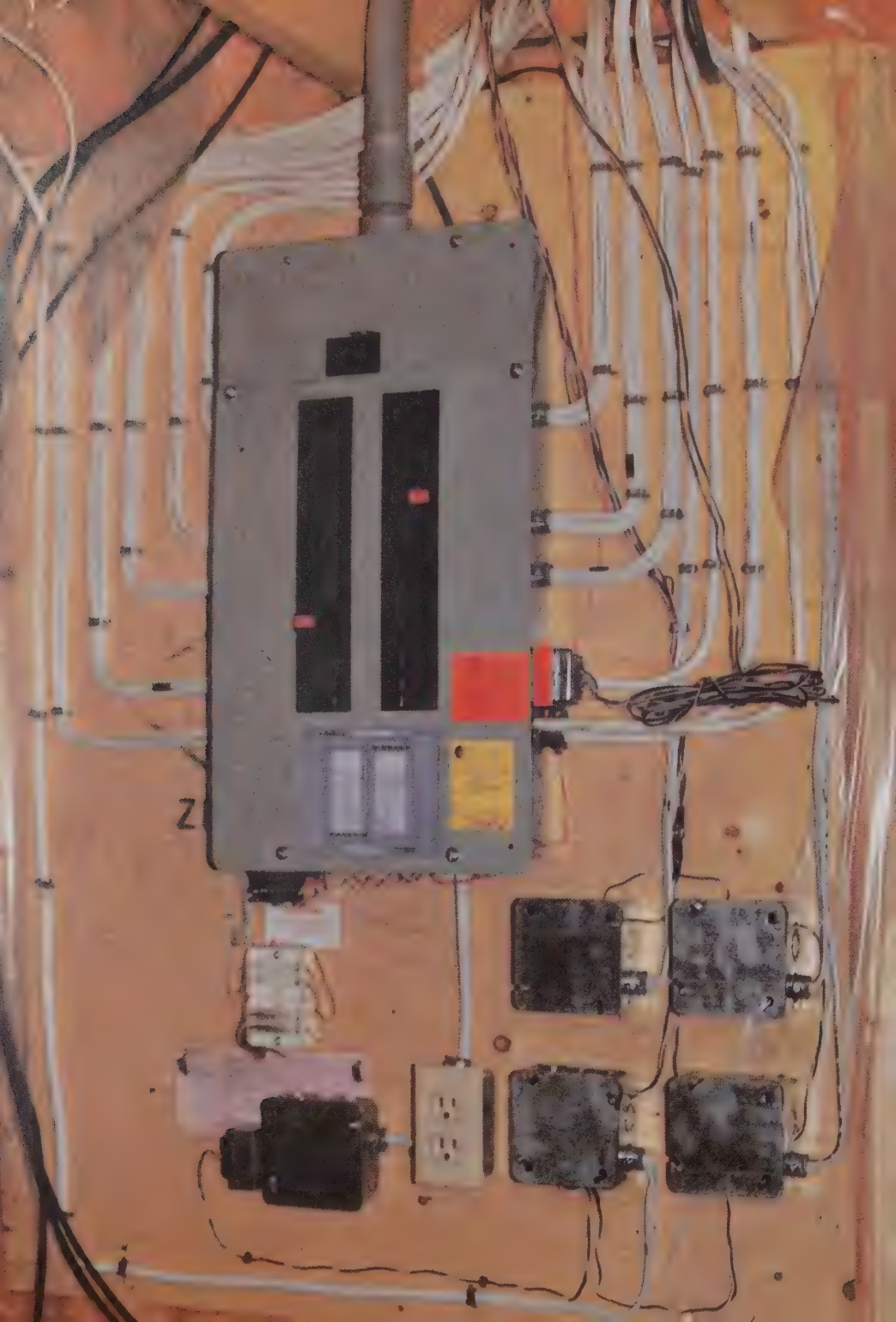
If you do not have the proper tools, or if you are not mechanically inclined, do not attempt these repairs; contact a plumber or local “handyman”.

CERAMIC TILE

This type of tile is easy to maintain and needs only to be wiped down occasionally with a damp cloth. Do not use excessive water when cleaning ceramic tile floor. A mild solution of soap and water is usually adequate.

Shower and tub enclosures should never be used without a shower curtain or door to prevent the water running onto the bathroom floor. If a separation occurs around your bathtub between the tub and the wall tiles or in the grouted joints of the tile, it is probably caused by shrinkage or by the weight of the water in the filled tub. This gap should be filled immediately with a tub sealer or caulking compound available at hardware stores. Leaving the gap may cause serious water damage to adjacent materials.

Consideration may be given to adding a silicone sealing to the tub enclosure tiles every six months.



ELECTRICAL SYSTEM

GENERAL

Many advanced electrical features are included in your home and rarely will you have problems with them; a reliable electrical system is usually taken for granted. When electrical outlets fail to work it usually means that a fuse has blown or a circuit breaker has tripped. This is frequently due to overloading a particular circuit; short circuits from worn appliance cords, defective plug connections, or the “start-up load” of some electric motors (motors require more current to start than to maintain operation).

Before calling an electrician, check your fuse or circuit breaker panel. We recommend you locate this panel and identify all circuits in writing on the panel soon after moving in and *before* an emergency occurs.

If your stove does not operate, the fuses in the stove (look for their location in the manufacturer’s manual) should be checked as well as the main circuit breaker or fuse panel.

If fuses for the same circuit fail repeatedly, regard this as a warning for you to locate the cause. If it is the result of a short circuit, as opposed to appliance overload, repairs should be made by an electrician. Many fires occur each year from misuse of electrical equipment. Avoid alterations to your wiring by amateurs — contact an electrician or recognized appliance service agent.

Do not use bulbs larger than 60 watts in any fixture where the bulb is enclosed. The manufacturer’s recommended limitations on bulb size are marked on all fixtures. Rooms without ceiling fixtures usually have a wall receptacle for plugging in a lamp that can be switched on or off by a switch located near the room entrance, as would be the case of a ceiling fixture.

Do not handle cords or fuses or attempt to plug in appliances when your hands are wet or if you are standing on a wet surface. Never touch anything electrical when you are in a tub or shower.

APPLIANCES

Before you move in, the builder checks that all appliances included with the house are in working order. Electrical appliances come with instruction books and/or warranty papers. Examine these carefully, and observe the operating procedures recommended by the manufacturer. File with the manufacturers any warranty cards provided with the equipment and do not hesitate to contact their local service agents should you have any difficulties or questions about the equipment.

RANGE HOODS AND EXHAUST FANS

For efficient range hood operation, the grease filter must be cleaned frequently. Potential fire hazards are created by grease accumulation on filters. Filters should be washed periodically in a mild detergent solution, and dried thoroughly.

Fan motors must be cleaned and oiled according to the manufacturer’s servicing instructions. Replacement of charcoal filters should also be in accordance with manufacturer’s recommendations. Many of the exhaust fans for the uses mentioned have sealed systems and do not require lubrication.



COUNTERTOPS AND CABINETS

PLASTIC LAMINATES

To assure the long-lasting beauty of your countertops we recommend the following:

- (a) Hot pans or activated electrical appliances should not be placed on laminated surfaces; use protective insulating pads.
- (b) Abrasive cleaners or steel wool should never be used.
- (c) Common household bleach should not be allowed to remain on the surface.
- (d) Do not use the surface as an ashtray or cutting board.
- (e) Avoid a concentration of water or wet cloths at or near the junction of the countertop and back splash or other joints.
- (f) Clean with a damp soapy cloth – for stubborn stains use a household solvent, rinsing thoroughly with clear water.
- (g) Polish occasionally with glass wax, or liquid car polish to mask superficial scratches.
- (h) Do not leave standing water on countertop, particularly on joints, this can cause water damage.

MANUFACTURED MARBLE

Sinks made of manufactured marble are durable but require the same general care as for plastic laminates. As for any highly polished surface the use of abrasive cleaners is to be avoided as should most chemical preparations.

CABINETS

Treat your kitchen cabinets as you would any fine piece of furniture. Any grease that splatters on them should be wiped off immediately.

Naphtha spray waxes are not recommended as their reaction with moisture will turn some finishes milky. A good lemon oil is recommended.

If the cabinets are finished with a plastic laminate the instructions outlined in Plastic Laminates apply.



FLOORS AND FLOOR FINISHES

HARDWOOD FLOORING

Hardwood floors are made from kiln dried material but are subject to the natural process of shrinkage and expansion. Lower inside humidity in winter, especially near heating outlets, will cause the wood to separate slightly. Too high a humidity, on the other hand, will cause expansion and may lead to cupping or a swelling in the center of the board. The above movements vary seasonally and may be related to the time of year during which the flooring was installed.

Parquet or laminated wood block flooring sometimes has a tendency to make noises resembling a "crack" or "pop" as it expands and contracts; this noise is infrequent and should not be cause for alarm. High relative humidity may cause this type of flooring to lift, especially during periods of hot humid weather — particularly if the house is closed, such as during a holiday period.

Hardwood flooring can be both beautiful and easy to maintain if a few points are kept in mind. Initially it may seem that the floor is slightly rough to the touch, but this is something only painstaking hand rubbing with fine steel wool can eliminate. After a few wax applications such minor irregularities will disappear resulting in a smooth surface with a warm glow that only personal care can produce.

We recommend using a high quality paste wax or a high wax content liquid wax that requires buffing. Cleaning can be made easier by using a good hardwood floor cleaner. Excessive water and harsh detergents are harmful to hardwood and their use is to be discouraged. If the hardwood floor has been sealed with a clear laquer sealer, waxing may not be required and damp mop cleaning may be adequate.

RESILIENT FLOORING

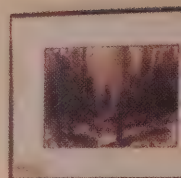
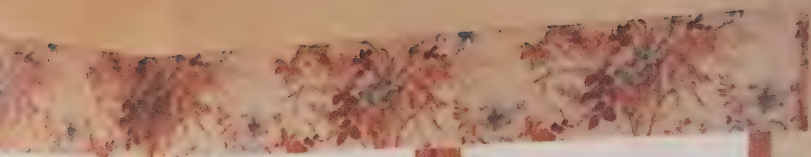
To preserve the appearance of tile or composite sheet materials such as vinyl, precautions should be taken against indentations from furniture. Furniture cups, which prevent heavy furniture legs from cutting or denting resilient flooring, are available at hardware stores as are smooth flat glides for lighter pieces of furniture such as chairs. Metal domes should not be used on furniture legs as they will mar the floor surface.

It may take a short period of time for floor tile adhesive to "set" completely. Normal use (foot traffic) and the weight of furniture will aid this process. Should a tile shift during this setting period it can be reset easily; slip a flat knife under the tile and pry up gently and push into position, (this should only be done with tile at room temperature as some materials are brittle when cold and break easily). Regluing may not be necessary. All resilient floorings are subject to some indentation and this should not be regarded as a defect.

Resilient flooring should be washed with lukewarm water and a mild detergent. Harsh cleaners can cause fading, discolouration and in some cases, make such materials hard and brittle. Stubborn scuff marks can usually be removed with a damp cloth and scouring powder. Avoid using steel wool and a cleaning fluid.

The application of water emulsion type liquid wax in thin even coats is recommended as a protective coating for resilient floorings. Waxes containing solvents, varnish, shellac or any plastic finishing material should not be used as the solvents may cause material breakdown or buckling. Use water sparingly when washing floors as it may seep between tiles, flooring joints and where the flooring meets baseboards and other trim. Note that some of the newer materials may not require waxing.

The seams between sheets of flooring underlay sometimes show through resilient flooring. No positive method of preventing such occurrences is known even though flooring contractors attempt to attain a level surface using appropriate fillers.



CARPETING

Carpeting is relatively easy to care for and a simple, regular-care plan will go far to maintaining the original appearance for many years. To maintain the optimum appearance the following procedures are recommended:

- (a) Instant removal of spills to prevent spots and stains.
- (b) Daily maintenance of heavy traffic areas to pick up surface dirt and lint.
- (c) A thorough weekly vacuuming with a vacuum cleaner, properly adjusted for the type of carpet involved, is recommended to remove "embedded" dirt.
- (d) Seasonal brightening of the surface by cleaning is required to remove oily film on carpet fibres.
- (e) For those who want the best appearance and longest performance from carpets or rugs, professional cleaning is recommended every year or two, depending on use and appearance.

There are three broad ranges of carpet types:

(1) Carpet with Fibres Laying Flat — these include those made on needle-punch machines and knitted carpet — they have a felt-like appearance. They require a light vacuuming or carpet sweeping daily in heavy traffic areas, to pick up most of the surface dust, lint and other particles. Once each week a thorough vacuuming, preferably with a vacuum that has a brush and beater bar, is recommended. Canister-type vacuums are satisfactory if extra care is taken to do a thorough job.

(2) Carpets with Yarns that Stand Upright — tufted and woven carpets are in this category. Their styles include plush, loop-construction and twists. They should be vacuumed or swept (carpet sweeper) daily as for (1) above. For a weekly care program thorough vacuuming requires a brush and beater bar to agitate the pile and shake out abrasive dirt particles buried below the surface. Move the vacuum slowly to loosen the dust to be picked up by the vacuum suction. If your vacuum has a height adjustment (for different pile heights), set the dial until there is a slight resistance to pushing and pulling the vacuum.

(3) Carpets with Extra Long Pile Yarns — shag carpet is of this type and is made on tufting and weaving machines; however, the carpet is constructed differently to achieve the shag effect of random swirls and patterns. Yarns are spaced further apart to create an "open" construction that requires a different care. Shags range from $\frac{3}{4}$ " to 2" or more in length and from thick full yarns to tightly twisted ones.

Raking is usually the only daily care required for shag carpets. This assists any surface particles to drop through to the carpet backing where they can be picked up by weekly vacuuming. This procedure will also prevent over-vacuuming and teasing of the longer pile yarns.

Suction only is recommended for shag carpets. An upright cleaner equipped with a beater bar can be used if the drive belt to the beater is disconnected while vacuuming shag carpet (or use the attachment hose instead of the vacuum head). This is to avoid fraying the yarn with too much beating that could cause them to bloom out and lose the shag appearance.

CARPETING

For all types of carpet requiring vacuuming the head of the vacuum should be flat and smooth to prevent snagging the carpet (this applies more particularly to dense carpet). Dirt bags should be thrown out when half full. The vacuum is designed to draw in air but must have an "air space" in which to do this. If you fill up the air space where the vacuum is created there will not be enough suction to draw in the dirt. You may vacuum in any direction but best cleaning action is probably obtained by working against the lay or nap of the pile. If a uniform appearance is desired finish vacuuming in one direction. If a random appearance is wanted then finishing can be done in any direction.

Seasonal brightening after a period of time is recommended. Even with consistent or regular vacuuming the appearance of your carpet may be dulled by an accumulation of soil (oils, dust, dirt, air pollution) which is not easily removed. This effect will be more apparent in some areas than others and delicate colours may be masked or changed in hue by fine dirt particles.

You may improve the appearance of a carpet by using one of the following methods (these methods are not a substitute for a thorough professional cleaning but they should have a brightening effect):

- (a) the dry method, using an absorbent powder-type cleaner,
- (b) the wet method, using a water and detergent solution,
- (c) foam spray.

Some cleaning compounds perform better with some fibres than do others. You may need to experiment a bit to find out which works best for you or, better still, seek the recommendations of a carpet supply house for the particular type of carpet you have.

CARPET STAIN REMOVAL CHART

This chart covers most household spills on carpets and fibres. If a stain does not respond, phone your carpet cleaner immediately for advice. Some stains need special chemicals and procedures, best handled by experts.

Dissolve These Oily Type Spills In Dry Cleaning Fluid:

(Remember to put some dry cleaning fluid on a damp cloth before applying to stain).

Ball Point Ink

Household Cement

Butter

Metal Polish

Cosmetics (except lipstick)

Oils

Crayon

Shoe Polish

**Food Stains*

Tar

Grease

Vaseline

Gum

Wax

CARPETING

Dissolve These Water Soluble Spills in Detergent Solution:

<i>Alcohol</i>	<i>Gravy</i>
<i>Beer (B)</i>	<i>Ice Cream</i>
<i>Bleach (B)</i>	<i>Ketchup</i>
<i>*Blood (AB)</i>	<i>Milk</i>
<i>*Chocolate</i>	<i>Mustard</i>
<i>Carbon Black</i>	<i>Permanent Ink</i>
<i>Coffee</i>	<i>Soft Drinks</i>
<i>*Crepe Paper</i>	<i>Soot</i>
<i>Egg</i>	<i>Syrup</i>
<i>Food Colour</i>	<i>Tea</i>
<i>Fruit Juice (A)</i>	<i>Urine (B)</i>
<i>Gelatin</i>	<i>Vomit</i>
<i>*Glue</i>	<i>Water Colours (A)</i>
<i>*Grass</i>	<i>Wine (B)</i>

These are combinations of material spills that may need both dry cleaner and detergent to dissolve all the ingredients. Apply the solution recommended for the group it belongs to; if repeated applications produce no effect then apply the other solution and repeat until stain is removed.

- (A) Apply a small amount of the solution to neutralize the acidity of the stain.
- (B) Apply a small amount of a vinegar-water (a very mild acid) solution to neutralize the alkalinity of the stain.

*NOTE: If you are not able to determine what was spilled, apply dry cleaning fluid first and blot, repeating if effective. Then try the detergent solution and blot, repeating if effective.



FIREPLACES

Most people have their own special technique for lighting fires and keeping them burning to their satisfaction, so we offer no advice on that subject. We do wish to remind you, however, that unless the fireplace is in use the damper should be closed to prevent heat loss from the house (except when intentionally used as a means of ventilation). Be sure to open the damper before lighting the fire as a room can be filled with smoke in an amazingly short time.

Fireplaces and other open flame appliances should never be left unattended when in operation.

It may be noted that water appearing in the firebox may not necessarily be a defect, it may simply be as a result of rain falling directly down the flue.

SMOKE AND FIRE DETECTORS

To comply with current building standards smoke and/or fire detecting devices have been installed for your security. Become familiar with procedures for testing these devices.

STORAGE

Rubbish and trash accumulations are prime ammunition for fire which breeds in out-of-the-way places and at least one fire extinguisher (check with the local fire department as to the proper type) should be kept in every home. Animal or vegetable oil or any combustible material may ignite spontaneously under certain temperature and moisture conditions.

Waste paper and trash should be stored in metal cans and disposed of regularly to avoid accumulations in basements, garages, etc. Stack newspapers and magazines neatly in bags, boxes or tied bundles away from the furnace or any other possible source of ignition. When burning rubbish outdoors (some municipalities require a permit or have regulations pertaining to this subject) use an incinerator, or other suitable non-combustible container – many people use a metal barrel with a wire mesh cover to prevent sparks and ignited materials from escaping.

Oily mops and cloths are safer from spontaneous combustion if they are hung separately and where they will get plenty of ventilation; otherwise, metal containers should be used to store such items.

Matches should be stored in non-combustible containers out of reach of children.

It is desirable to have a definite storage area for children's bicycles, wagons, skates, toys and other play equipment – many household accidents are caused by leaving such items scattered about.

Attics and crawl spaces (unless specifically designed for the purpose) should not be used for storage purposes. Such uses may overload ceiling joists causing deflection and ceiling cracks, disturb ceiling insulation and air barriers, and interrupt the moisture resistance offered by the ground cover in crawl spaces. Access hatches to both areas are for service and inspection purposes only.



ENERGY CONSERVATION

The overall subject is too broad to be adequately covered in a booklet of this type. There are many books, pamphlets, etc. devoted to this subject as the direct result of increasing energy costs. Information on the subject is available in most public libraries, book stores, government agencies and public utilities. Some provinces have Energy Councils that welcome inquiries and can supply helpful literature.

Your local or provincial builders' association has current information and reports on such topics as roof truss uplift, energy efficiency in the home, etc. Contact your nearest association for copies.

AMENITIES

Should your home include such amenities as a swimming pool (indoor or outdoor), tennis courts, etc., special care must be taken. It is suggested that you consult an expert in the appropriate field.

HOME MAINTENANCE SCHEDULE

JANUARY

1. Clean FURNACE FILTER
2. Check FURNACE FANBELT
3. Oil FURNACE BLOWER
4. Check WATER HEATER
5. Check EXHAUST FANS
6. Clean RANGE HOOD FILTER

FEBRUARY

1. Clean FURNACE FILTER
2. Clean RANGE HOOD FILTER
3. Check DISHWASHER
4. Check INSIDE SURFACES
5. ANNUAL SAFETY CHECK
 - a) Door Locks
 - b) Smoke Detector
 - c) Window Locks
 - d) Potential Fire Hazards

MARCH

1. Clean FURNACE FILTER
2. Check ATTIC
3. Check CEILINGS
4. Check SUMP PUMP IF APPLICABLE
5. Clean RANGE HOOD FILTER

APRIL

1. Check EAVESTROUGHS AND DOWNSPOUTS
2. Clean FURNACE FILTER
3. Clean HUMIDIFIER
4. Inspect BASEMENT or CRAWL SPACES
5. Check ROOF
6. Check DRIVEWAYS and WALKS
7. Clean RANGE HOOD FILTER
8. Check WATER HEATER
9. LANDSCAPING (Soil Settlement)

MAY

1. Inspect FENCES
2. Check GROUND SLOPE
3. Check CAULKING
4. Check EXTERIOR FINISHES
5. Check WINDOWS and SCREENS
6. Check SEPTIC SYSTEM IF APPLICABLE
7. Clean RANGE HOOD FILTER
8. Check TELPOSTS
9. LAWN preparation

JUNE

1. Inspect AIRCONDITIONING
2. Check ROOF
3. Check OUTBUILDINGS
4. Check DOORS
5. Clean RANGE HOOD FILTER
6. Check DISHWASHER
7. SEPTIC SYSTEM cleaning if necessary

JULY

1. Air out damp BASEMENTS on dry, sunny days
2. Clean AIR CONDITIONER
3. Check EXHAUST FANS
4. Clean RANGE HOOD FILTER
5. Check WATER HEATER
6. Fertilize LAWN

AUGUST

1. Clean AIR CONDITIONER FILTER
2. Check GROUND SLOPE
3. Air out damp BASEMENTS on dry, sunny days
4. Clean RANGE HOOD FILTER
5. Check DISHWASHER
6. Inspect DRIVEWAYS and WALKS
7. Inspect DOORS and LOCKS

SEPTEMBER

1. Check EXTERIOR FINISHES
2. Check CAULKING
3. Plant new LAWN
4. Check FIREPLACE and CHIMNEY
5. Fertilize LAWN
6. Check OIL TANK
7. Clean RANGE HOOD FILTER
8. Check BASEMENTS or CRAWL SPACES
9. Have FURNACE and HUMIDIFIER serviced.

OCTOBER

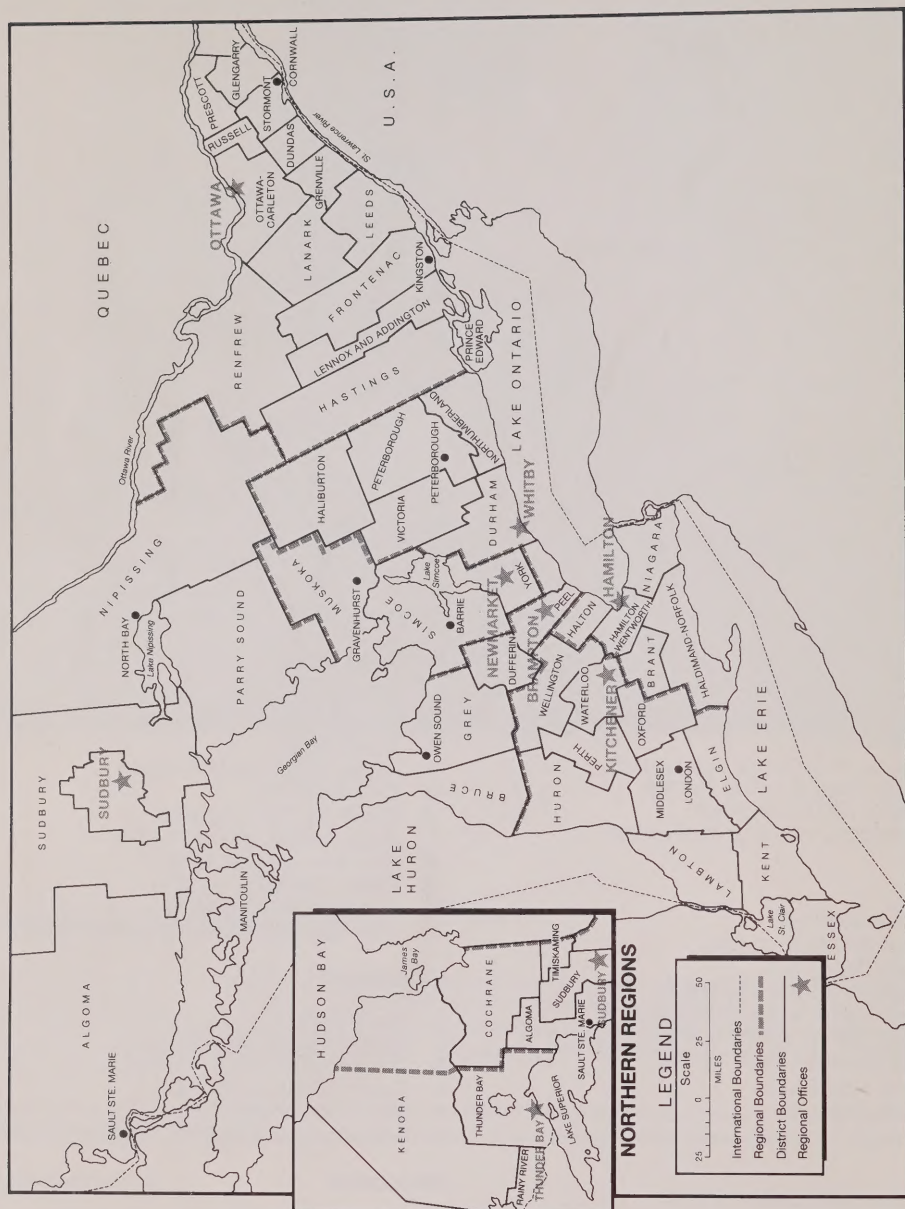
1. Check WINDOWS and SCREENS
2. Drain EXTERIOR WATER LINES
3. Check ROOF
4. Check WEATHERSTRIPPING
5. Check DOORS
6. Check SEPTIC SYSTEM
7. Clean RANGE HOOD FILTER
8. Winterize LANDSCAPING
9. Clean FURNACE FILTER
10. Check WATER HEATER
11. Check EAVESTROUGHS and DOWNSPOUTS

NOVEMBER

1. Check ATTIC
2. Inspect FLOOR DRAINS
3. Clean RANGE HOOD FILTER
4. Clean FURNACE FILTER
5. Check TELEPOSTS
6. Check for CONDENSATION AND HUMIDITY

DECEMBER

1. Check AIR DUCTS
2. Check SNOW ON ROOF
3. Clean FURNACE FILTER
4. Clean RANGE HOOD FILTER
5. Clean HUMIDIFIER



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